

Notes from PA Monthly Call

April 12, 2006

General Comments:

-Monthly PA calls will be held the 2nd Wednesday of every Month at 10am. Call in information will be emailed out approximately 2 weeks prior to the call

-SAM Refresher training via Webex. Will be held every 1st Wednesday of each month at 10am. Login and call in information will be emailed out approximately 2 weeks prior to each call. This is open for PA's and any fiscal staff who have access to reporting/queries. Password is purchase.

-New requirements regarding name changes on cards will be issued by DOA in the next few weeks. It will be communicated in a Charge Card Bulletin so please watch for this. The issue learned from another company was as a best practice any time there is a request for a name change (not a typo on the card) for marriage, divorce, etc, verification of a legal document must be made in order to process the change. This can be by the PA calling the HR department at their agency to verify they received official documentation to change the person's name in their files or for the PA to request to see the legal document in order to process the change.

-DOA and GE will be working on providing more detailed information in SAM in regards to 1099 vendors. Based on an IRS publication stating what Merchant Category Codes (MCC) which are 1099 reportable SAM merchant information will be updated to reflect this. DOA will send out information in a Bulletin regarding this as we develop them.

-DMBE report in SAM – anytime there are vendors listed that are not correctly reflected or vendors that are not showing up which should be, please contact DMBE to notify them. For the next month any issues with DMBE reports please copy Nancy Alund (Nancy.Alund@ge.com) so we can monitor them to ensure the GE database is correct.

-Any agency that has any issues, questions, etc related SAM should email them as Topics for an upcoming SAM Refresher call. If the person cannot attend the next call DOA and GE will respond with them individually but also cover the topic on the call as well in case there are individuals who can also benefit from the information.

-Every April MasterCard does enhancements to their system which flows to GE's systems. Due to the upgrade, GE will be holding all data files into the SAM databases until April 13th (exact date will be forwarded via email to all agencies

upon DOA notification). Files are being held for any post dates of April 7th through 13th in order to allow GE to perform internal testing to ensure accuracy and no data being lost due to the enhancements.

Open discussion:

Q: VCU– I ran a report this morning for the cycle up until today – so I should disregard it?

A: The report will only reflect charges through the 6th of April and you should wait until Friday to run a report to capture spend up through the 13th. DOA will email all agencies of when the files have been loaded into SAM so reports can be run.

Q: VCU – Our payment that went to GE by check was keyed to the wrong suffix. We keyed 21. In order for the payment to go EDI it should be keyed to suffix 25?

A: Correct, you must use GE's Tax Id number and the suffix of 25 in order for the payment to go EDI and be compliant with CAPP Topic 20355.

Additional notation – Just a reminder to cardholders to never give cardholder account information to anyone who calls claiming they need this information. If cardholders receive such a call for their GE MasterCard, recommend that they hang up and contact the CRR number at 1-866-843-1368.